

CONDUCT & DISCIPLINE

SOURCE: OHIO REVISED CODE 124.34, OHIO ADMINISTRATIVE CODE 123:1-31, OHIO EPA ADMINISTRATION, & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 24

CONTACT: OFFICE OF EMPLOYEE SERVICES

Discipline Policy:

1. The Ohio Environmental Protection Agency follows the principles of progressive discipline.
2. When possible, disciplinary action taken by the Agency shall be commensurate with the offense and corrective in nature.
3. Disciplinary actions may include:
 - One or more written reprimands (with appropriate notation in employee's file)
 - One or more days working suspension (maximum 5 days)
 - One or more days suspensions (maximum 5 days)
 - Termination

Guidelines:

The following list of offenses is a guideline and is not meant to be all inclusive. Other factors considered in applying the appropriate penalty for an infraction include but are not limited to: the severity of the offense, the employee's prior disciplinary record, and other mitigating circumstances, if any.

Effective September 2015

Violation		First Offense	Second Offense	Third Offense	Fourth Offense
Neglect of Duty	Minor - other	Written	Written Suspension	Suspension Termination	Termination
	Major- endangers life, property or public safety	Suspension Termination	Termination		
Insubordination	Failure to follow the direct order of a supervisor	Suspension Termination	Suspension Termination	Termination	
	Failure to respond truthfully after being provided with an internal investigation waiver	Termination			
	Refusal to carry out a work assignment	Written Suspension	Written Suspension	Suspension Termination	Termination
	Failure to follow written policies	Written Termination	Written Termination	Suspension Termination	Termination
Theft of state property, property of a co-worker, or the public		Suspension Termination	Termination		
Misuse, abuse or personal use of state equipment, property, or services (eg mail services, internet).		Written Termination	Suspension Termination	Termination	
Destruction, damage, carelessness or misuse of state property or equipment, property of a co-worker or the public		Written Termination	Written Termination	Suspension Termination	Termination
Posting or displaying abusive material, using insulting language, or displaying inappropriate conduct toward another employee or general public		Written Termination	Suspension Termination	Suspension Termination	Termination
Acts of discrimination or insult based on race, color, sex, age, religion, national origin, handicap, or sexual preference		Written Suspension	Suspension Termination	Suspension Termination	Termination
Reporting to work under the influence of alcohol or consuming alcohol while on duty		Suspension Termination	Termination		

Violation		First Offense	Second Offense	Third Offense	Fourth Offense
Reporting to work under the influence of drugs or consuming drugs while on duty, other than drugs taken as directed by a physician. If the drug is over-the-counter the exception holds only if taken as directed by manufacturers instructions or physician		Suspension Termination	Termination		
Failure to pass a drug test		Suspension Termination	Termination		
Sleeping on Duty		Written	Written Suspension	Suspension	Termination
Leaving the work area without supervisory permission		Written	Written Suspension	Suspension	Termination
Extended break or lunch period without authorization		Written	Written Suspension	Suspension	Termination
Unethical or indecent conduct		Written	Written Suspension	Suspension	Termination
Unexcused tardiness (over three times in a ninety day period)		Written	Written Suspension	Suspension	Termination
Absent without official leave or unauthorized absence	Less than one day	Written	Written Suspension	Suspension Termination	Termination
	One day	Written Suspension	Suspension	Suspension Termination	Termination
	Two Days	Suspension	Suspension Termination	Termination	
	Three days or more	Termination			
Misuse of approved leave		Written Termination	Suspension Termination	Termination	
Failure to return from approved leave of absence	Less than three days	Suspension	Termination		
	Three days or more	Termination			
Excessive use/abuse of leave		Written	Written	Suspension	Termination
Unauthorized use of a state vehicle including transporting unauthorized passengers		Written Suspension	Written Suspension	Suspension Termination	Termination

Violation		First Offense	Second Offense	Third Offense	Fourth Offense
Failure to maintain license (e.g. drivers license, pesticide license), insurance or any certification (e.g. registered sanitarian) required to perform essential duties of the position		Written Suspension	Written Suspension	Suspension Termination	Termination
Failure to report the loss of any license, certification or insurance which is required to perform the duties of the position		Suspension	Suspension Termination	Termination	
Falsifying any document	State of Ohio application, resume or in-house application	Termination			
	Payroll time sheets, sign in/out documents, travel or any other documents used in the course of business	Written Termination	Suspension Termination	Termination	
Misusing funds		Suspension Termination	Termination		
Accepting bribes; misusing position for personal gain		Suspension Termination	Termination		
Unauthorized use or disclosure of confidential information		Written Termination	Suspension Termination	Termination	
Participation in an illegal strike		Suspension Termination	Termination		
Engaging in political activities as prohibited in 124.57 of the Ohio Revised Code		Written Termination	Suspension Termination	Termination	
Violation of safety rules, policies, procedures, or directives		Written Suspension	Written Termination	Suspension Termination	Termination
Violence in the workplace		Suspension Termination	Termination		
Failure of good behavior		Written	Written	Suspension	Termination

